

# **APPROVED**

## **Downtown Providence District Management Authority Board of Directors Meeting Minutes December 18, 2014**

### **1. Roll Call**

**Chairman Richard Lappin called the meeting to order at 8:40**

**Directors present: Joe DiBattista, Steve Durkee, Evan Granoff, Susan Lapidus, and Richard Lappin**

**Ex Officio Members present: Josh Heidenreich, Leo, Perrotta and Russ Ricci**

**Others present: Dan Baudouin, Executive Director of The Providence Foundation; Joelle Kanter, The Providence Foundation Program Manager; Frank LaTorre, Director of Public Space, Alison Izzi, DID Accounting Manager and Frank Zammarelli, Block by Block Operations Manager**

### **2. Approval of the minutes from the November 2014 meeting**

**Director Joe DiBattista motioned to approve the minutes from the**

**November 19, 2014 board meeting. Director Susan Lapidus seconded the motion and a roll call vote was held as follows:**

**Director DiBattista Yes**

**Director Durkee Yes**

**Evan Granoff**

**Director Lapidus**

**Director Lappin Yes**

**Yes**

**Yes**

**Therefore the motion passed.**

### **3. City of Providence Update**

**Leo Perrotta reported that no additional brick repair work will be done until spring the reason being it is too cold for mortar to set. He also reported that Kennedy Plaza will reopen on January 17, 2015. He is working with the taxi cabs to find an alternative location to Fulton Street.**

#### **4. Financial Report**

**Alison Izzie reported that collections for the first and second quarters of 2015 were at 95% & 87%. There were no unusual operating expenses for the month of November. There were (2) Special Project expenditures. The first was for the DID's contribution to the Westminster Street hanging lights in the amount of \$2,500. This expenditure was approved at the October board meeting. The second was for Ambassador overtime labor relating to the RIPTA relocation project in the amount of \$4,848.**

**Director Evan Granoff motioned to accept the November financial statements, Director Susan Lapidus seconded the motion, and a roll call vote was held as follows:**

**Director DiBattista Yes**

**Director Durkee Yes**

**Evan Granoff**

**Director Lapidus**

**Director Lappin Yes**

**Yes**

**Yes**

**Therefore the motion passed**

#### **5. Report from the Director of Public Space**

**Frank LaTorre reported on the ADA sidewalk project. He continues to work with RIDOT. They are in the process of choosing a contractor. Frank continues to work with DSOC, the Downtown Security & Outreach Collaborative, the Downtown Security Network and the Greater Kennedy Plaza Security Committee. He is currently working on pricing for security cameras in Burnside and Biltmore Parks, which will supplement the 30 cameras that RIPTA is installing in Kennedy Plaza. Frank reported on a meeting he had with Bret Smiley, Dan Baudouin, Sally Strachan and Arthur Salisbury regarding 2 upcoming appointments on the Board of Licenses.**

**6. VOTE to renew 2015 landscaping contract with Jacavone Gardens**  
**Frank LaTorre recommended renewing the 2015 landscaping contract with Jacavone Gardens stating that Jacavone has been a great partner, consistently providing the DID with excellent products and Jacavone has agreed to keep their prices consistent with prior year.**

**Director Steve Durkee motioned to renew the Jacavone Gardens contract for FY 2015 not to exceed the approved budgeted amount of \$72,000. Director Joe DiBattista seconded the motion and a roll call vote was held as follows:**

**Director DiBattista Yes**

**Director Durkee Yes**

**Evan Granoff**

**Director Lapidus**

**Director Lappin Yes**

**Yes**

**Yes**

**Therefore the motion passed**

## **7. Marketing Report**

**Joelle Kanter will be meeting with John Seeley on December 19th to review all documents and plans for next steps regarding the signage project. The bidding packages should go out to fabricators in January. She reported on a 2-page ad that will be placed in The Providence Business News' special "Milestones" edition, which will highlight the DID's 10th anniversary, The Providence's Foundation's 40th anniversary and the DPPC's 5th anniversary. She reported sending press releases to local media about options for buying locally designed goods in downtown Providence this holiday season. Stickers were placed on parking meters announcing the city's 2 hour free on-street parking holiday special, which runs through New Year's Day.**

## **8. Block by Block Report**

**Frank Zammarelli reported that 90 Christmas wreaths and 30 Christmas planters were installed the week after Thanksgiving. All equipment is ready for snow and ice melt has been delivered. He also reported that 2 new ambassadors will start the 2nd week of January.**

## **9. Economic Development**

**Dan Baudouin reviewed the Action Plan for the Economy. The plan emphasizes the importance of advocating for no increase in the commercial tax rate and the impact it has on the DID. The plan also**

**stresses the importance of the creation of the proposed transit hub and how improving the quality of public space is relevant to the DID. The plan emphasizes the need for creating a vibrant nighttime economy. This is an area Bret Smiley is interested in pursuing and will be the point person at City Hall. The plan advocates for bringing back state aid for school construction and the importance of the historic tax credit to economic development.**

#### **10. VOTE to endorse the Action Plan of for the Economy**

**Director Joe DiBattista made a motion to endorse the Action Plan for the Economy. Director Steve Durkee seconded the motion and a roll call vote was held as follows:**

**Director DiBattista Yes**

**Director Durkee Yes**

**Evan Granoff**

**Director Lapidus**

**Director Lappin Yes**

**Yes**

**Yes**

**Therefore the motion passed**

## **11. Adjournment**

**The meeting was adjourned at 9:35 a.m.**

**Respectfully submitted,**

**Alison Izzì**

**Accounting Manager**

**Downtown Improvement District**